

Notice of the Collection, Use and Sharing of Your Personal Information

Collection of Personal Information by BC health authorities

The British Columbia Medical Quality Initiative (BC MQI), acting as a service provider to the BC health authorities¹:

- a. collects your Personal Information as provided on your initial application (and reappointment application as applicable) for privileges at one or more BC health authorities. This information includes your photograph that will be used to validate your identity; and
- b. collects your Personal Information from secondary sources including the License Expiry Monitoring Module from your professional regulatory college and, where applicable, insurance information from the Canadian Medical Protective Association.

BC MQI stores your Personal Information in the “*provincial credentialing & privileging (C&P) system*” in accordance with its [Policies and Guidelines](#) and the BC *Freedom of Information and Protection of Privacy Act* (FIPPA), or other applicable laws of Canada.

Personal Information Retention and Correction

The Personal Information submitted or collected in support of your initial application to a BC health authority (including information obtained from your references), or reappointment application, will be retained by BC MQI and made available to support any future applications that you may make to other BC health authorities.

You have the right to request access to or a correction of your Personal Information.

In the event that your application for privileges is unsuccessful, the information collected by the BC MQI and/or BC health authority(s) will be retained for a minimum of 12 months.

Health Authority(s) Use of Personal Information

The BC MQI and health authorities use your Personal Information to support credentialing and privileging activities at BC health authorities.

If a BC health authority grants privileges or appointments to you, your Personal Information will also be used by the BC health authority(s) to:

- a. establish, manage, or terminate your professional relationship with a BC health authority;
- b. communicate with references and verify information provided to us by you for the purpose of managing your professional relationship with a BC health authority;
- c. communicate with you for a variety of purposes as authorised under

¹ In this context, health authorities mean each of the regional health authorities established by the *Health Authorities Act* and the *Regional Health Boards Regulation*, the Provincial Health Services Authority, Providence Health Care, and the First Nations Health Authority.

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FIPPA;

- d. maintain and administer your information in clinical data and information systems including, but not limited to Cerner, Meditech, On-Call, Contract Management, Sessions and Compensation & Billing, Vancouver Coastal Health, Provincial Health Services Authority and Providence Health Care (VPP) Consolidator, and WHITE (Workplace Health Indicator Tracking and Evaluation); and
 - e. update BC health authority directories.
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In addition:

- a. the BC MQI, acting on behalf of the BC health authorities, may share your Contact Information with third-party providers to support your participation in periodic reviews as set out in health authority medical staff bylaws and rules;
- b. the BC MQI, acting on behalf of the BC health authorities, may share your aggregated diversity, equity & inclusion survey results with BC health authority leadership to support a diverse workforce;
- c. the BC MQI will provide the provincial Medical Staff Workplace Health Indicator Tracking and Evaluation (MS WHITE) system with your demographic Personal Information to create your MS WHITE profile. Your profile will be used to:

Other Uses and Disclosures of Personal Information

- i. meet a Ministry of Health requirement for the collection and maintenance of immunization records;
 - ii. support the collection and use of disease testing results (as required);
 - iii. comply with applicable orders of the provincial health officer (PHO); and
 - iv. if available, support your voluntary participation in your health authority's wellness and health portal;
- d. the BC health authority and/or the BC MQI, may also collect, use, and disclose your Personal Information for public health, program, workforce or emergency services planning, evaluation, or other purposes permitted or authorized under the FIPPA, or other applicable laws of Canada.
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Information Access

If any privileges or appointments are granted to you, your information will be stored in the C&P system and may be viewable at other BC health authorities, not just the health authority where you have privileges.

The C&P system operates as a common and integrated program and your personal information may be accessed by the BC health authorities to achieve the goals of this common and integrated program.

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Key BC Freedom of Information and Protection of Privacy Act & Personal Information Protection Act - Definitions:	
Term	Description
Personal Information	means information about an identifiable individual and includes employee personal information but does not include (a) contact information, or (b) work product information (PIPA)
Contact Information	means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual

The Personal Information collected by the BC MQI and/or BC health authority is collected under the authority of section 26 (a) (in respect to the Hospital Act Regulation s. 8), and sections 26 (c), (d) and (e) of FIPPA and is used under section 32 (a) and (b) and disclosed under section 33 in accordance with FIPPA.

The Personal Information collected by the First Nation Health Authority is collected under the authority of section 11 (a) and (b) (in respect to the Hospital Act Regulation s. 8) of PIPA and is used under section 14 (a), (b) and (c) and disclosed under section 17 in accordance with PIPA.

If you have questions about the collection, use or disclosure of your information stored in C&P system, please contact the BC MQI: Phone - 604-829-2604; Address - Suite 200 - 1333 West Broadway, Vancouver, BC, V6H 4C1.

If, at any time, you believe there is an error or omission in your Personal Information stored in the provincial C&P system, and/or if you have any questions related to the use of your Personal Information, please contact the medical administration at your BC health authority:

- First Nations Health: medical.affairs@fnha.ca
- Fraser Health: Credentials.Office@fraserhealth.ca
- Interior Health: MedicalStaffCredentialing@interiorhealth.ca
- Island Health: Credentialing_Office@islandhealth.ca
- Northern Health: NHappointment@northernhealth.ca
- Providence Health: CredentialingCoordinator@providencehealth.bc.ca
- Provincial Health Services: Credentialing@phsa.ca
- Vancouver Coastal Health: MedicalStaffCredentialing@vch.ca

BC MQI may modify this notice from time to time and will post the most current version online at [Home \(bcmqi.ca\)](http://bcmqi.ca).